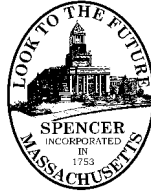


**TOWN OF SPENCER, MASSACHUSETTS**  
**OFFICE OF THE**  
**WATER DEPARTMENT**

DAVID R. O'COIN  
NORMAN C. LETENDRE, JR.  
EBEN J. BUTLER

3 OLD MEADOW ROAD  
SPENCER, MA. 01562



SUPERINTENDENT  
STEVEN J. TYLER, P.E.

TEL. 508-885-7525  
FAX: 508-885-9416  
TTY: 508-885-7525

**Minutes of Meeting held August 3, 2016**

Meeting of the Board of Water Commissioners held at the Water Department, 3 Old Meadow Road, Spencer, MA. All maps, diagrams, letters and notices are on file at the Utilities and Facilities Office.

Members present: David O'Coin  
Eben Butler  
Norman Letendre, Jr.

Staff present: Gregory Karpowicz, Chief Water Operator  
Carol Dearborn, Sr. Clerk

Meeting was called to order at 5:05 PM

Read and accepted minutes for July 6, 2016

Reviewed invoices & signed vouchers

Signed monthly commitment

**Ongoing projects status updates;**

- Route 31 (Maple St): 8/4/16 last water main will be installed (1700 ft.).
- Cranberry Well Storage Shed: Contractor currently processing demo permit.
- Bixby Rd: SMOC housing construction project is ongoing.

**Water Terminations:** Review of properties that had water shut-off for non-payment. 26 Bay Path Rd has a broken water shut-off and currently has a past due balance. After must discussion, it was determined that the shut-off needs to be found for property (may be under driveway) in case of water emergency to property/and non-payment. Chief Water Operator will make arrangements with homeowner and excavator for day/time to complete project.

**47 Grove St:** Water Commissioners reviewed written request for a payment agreement for current water bill. On July 21, 2016 Water Department checked for water leaks for this location and recorded no leaks. Chief Water Operator requested a service call placed with owner to further investigate water usage. Lentendre motioned, O'Coin seconded, unanimous vote; further investigate water usage/service call.

**51 Pleasant St:** Water Commissioners reviewed written request for a payment agreement for current water bill. Homeowner discovered leak to water heater that resulted in a higher than expected water bill. After review of letter and previous payments, O'Coin motioned, Lentendre seconded, unanimous vote to payment agreement as outlined by owner.

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**13 Highland St:** Water Commissioners reviewed written request for a payment agreement for current water bill. Water Department service order to check for leaks was completed on July 28, 2016. Homeowner had toilet leaking and topped off a swimming pool resulting in a higher than expected water bill. After review of letter and previous payments, Lentendre motioned, Butler seconded, unanimous vote to payment agreement as outlined by owner.

Public Meeting Adjourned at 5:35 PM, motion by Letendre, seconded by Butler, O'Coin in favor.